

14 NOV 1977 DA QA/QC:
12/18/00. SYMEMORANDUM FOR: Special Support Assistant, Directorate
of Administration

25X1A

ATTENTION: [REDACTED]

25X1A

FROM: [REDACTED]

Chief, Administration Division,
Office of Training

SUBJECT: OTR Support of CRAFT Task Force (U/AIUO)

1. (U/AIUO) In accordance with your verbal request, components of the Office of Training have been contacted, and only two use documents of interest to the CRAFT Task Force.

2. (S) Training Services Staff has two types-- requests from the field for external training and requests to the field for evidence of completion of external training. Covert Instruction Division has three types of documents-- completion of training reports for overseas training programs, training material for overseas training programs, and questionnaires for operational training sent nine months after completion of training to measure effectiveness and help improve operational training.

3. (U/AIUO) The task force forms you forwarded have been completed for the five types of documents described in paragraph 2 above.

25X1A

Attachments:

Five completed form

Distribution:

Orig & 1 - Addressee
2 - TSS/AD ✓ (Subject)
1 - TAP

25X1A

OTR/TSS/AD/[REDACTED]:ej (14 Nov 77)


SECRET

E2 IMPDET
CL BY 061167

SECRET

CID-118-77
10 November 1977

25X1A

MEMORANDUM FOR: Chief, OTR/Plans and Resources Staff
VIA: Deputy Director for Operations Training
FROM: 
Chief, OTR/CID
SUBJECT: Documents Sent to or from Field Stations (U)
REFERENCE: OTR Memo, dtd. 1 November 1977

(U) Transmitted herewith is the information requested
in the reference.




25X1A

Attachments:
Three Completed Forms (S)

SECRET

Downgrade to U/AIUO
Upon Removal of Attachments

TO:		C/PRS	
ROOM NO.	BUILDING		
REMARKS:			
<p>FTD has no correspondence with the field.</p> 			
FROM:			
C/FTD			
ROOM NO.	BUILDING	EXTENSION	
816	C of C	2065	

FORM NO. 241
1 FEB 55

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

STATINTL

2 November 1977

MEMORANDUM FOR: Chief, Plans and Resources Staff

FROM: 

Acting Chief, Intelligence Institute

SUBJECT: Documents Forwarded to or from Field
Stations, Based on OTR RequirementsREFERENCE: Memo to All OTR Unit Chiefs from
C/PRS, dated 1 Nov 1977, Same Subject

The Intelligence Institute does not generate "paperwork,
correspondence, reports, etc.," between field stations
because of any requirements/regulations pertinent to training.



STATINTL

ADMINISTRATIVE - INTERNAL USE ONLY

4 November 1977

MEMORANDUM FOR: Chief, Plans and Resources Staff

FROM: 

Chief, Language Learning Center

SUBJECT: Documents Forwarded to or from Field
Stations, Based on OTR RequirementsREFERENCE: Memorandum for All OTR Unit Chiefs from
Chief/PRS, dated 1 November 1977, Same
Subject

The Language Learning Center has no direct correspondence with field stations. We are requested by Headquarters components to provide various language materials from time to time, but these materials are provided to the appropriate Headquarters branch for transmittal to the field, and should be reported as a normal support function of DDO Headquarters components, rather than as an item of direct communications between this office and field installations.



STATINTL

2 November 1977

MEMORANDUM FOR: Chief, Plans and Resources Staff

FROM:

Chief, Special Training Center

SUBJECT:

Memo to All OTR Unit Chiefs from
C/P&RS/OTR dtd 1 Nov 77,
Same Subject

In response to referent memorandum, this subject was
discussed this date with Chief, Plans
and Resources Staff. The has
no requirement on documents forwarded to or from field
stations, based on OTR requirements. There are no files
retained on subject.

Distribution:

Orig & 1 - Addressee
1 - Dep/Sup/
1 - Records
2 - Registry

Dep/Sup/ :ar (2 Nov 77)

ADMINISTRATIVE - INTERNAL USE ONLY


ADMINISTRATIVE-INTERNAL USE ONLY

1 NOV 1977

MEMORANDUM FOR: All OTR Unit Chiefs

STATINTL

FROM:


Chief, Plans and Resources Staff

SUBJECT:

Documents Forwarded to or from Field
Stations, Based on OTR Requirements

1. A DDA Task Force named CRAFT, Clandestine Records Application Field Terminal, is seeking to identify items that result in paper flow to, from, and between field stations. This action is being taken preparatory to determining what would be involved in automating correspondence to field stations and bases.

2. OTR has been asked to participate in this exercise and to identify paperwork, correspondence, reports, etc., which are generated because of regulations/requirements peculiar to OTR.

3. Please complete the attached form identifying all OTR correspondence/reports peculiar to OTR and forward the completed forms to C/PRS by 4 November 1977. It will be necessary to duplicate the attached forms in order to report separately on each type of correspondence applicable to your unit.


STATINTL

Attachment

ADMINISTRATIVE-INTERNAL USE ONLY

1. Identify report, correspondence, regulation, data, etc. by name and briefly describe purpose.

2. Prepared by:

☐ Headquarters (Name Component _____)
☐ Field station (all stations _____, only class _____, only stations in _____ Division)
☐ External (covert asset _____, liaison _____, other U.S. Agency _____)

3. Destination:

☐ Headquarters (Name Component _____)
☐ Field station (all stations _____, only class _____, only stations in _____ Division)
☐ External (covert asset _____, liaison _____, other U.S. Agency _____)

4. Source of requirement:

☐ Legal (U.S. Law)
☐ Regulation
☐ Notice
☐ Instruction
☐ Agreement (describe) _____
☐ Special (describe) _____
☐ Operational development
☐ Other (specify) _____

5. Type of information conveyed:

☐ Primarily narrative
☐ Narrative and numeric
☐ Primarily numeric
☐ Other (specify, e.g. photo) _____

1

SECRET
(When filled in)

2. IMPORT CL BY 019201

6. Sensitivity:

☐ Routine
☐ RYBAT
☐ P&L
☐ Special Clearance (codeword, etc.)

7. Format:

☐ Free
☐ Prescribed
☐ Preprinted form

8. Frequency of preparation:

<input type="checkbox"/> Daily	<input type="checkbox"/> Monthly	<input type="checkbox"/> Annually
<input type="checkbox"/> Weekly	<input type="checkbox"/> Quarterly	<input type="checkbox"/> Other (specify) _____
<input type="checkbox"/> Biweekly	<input type="checkbox"/> Semiannually	

9. Mode of transmission:

☐ Pouch
☐ Telepouch
☐ Cable

10. Page size:

<input type="checkbox"/> 8-1/2 x 11	<input type="checkbox"/> Card
<input type="checkbox"/> 8-1/2 x 14	<input type="checkbox"/> Other (specify) _____

11. Average message length:

<input type="checkbox"/> 1-2 pages	<input type="checkbox"/> 9-10 pages
<input type="checkbox"/> 3-4 pages	<input type="checkbox"/> 11-25 pages
<input type="checkbox"/> 5-6 pages	<input type="checkbox"/> other (specify) _____
<input type="checkbox"/> 7-8 pages	<input type="checkbox"/> Highly variable

12. Mode of retention:

☐ Paper
☐ Film
☐ Digital

13. Automated system in which currently processed and/or stored, if any. Specify system by name. _____

14. Desired time of retention at Headquarters:
- | | |
|--|--|
| <input type="checkbox"/> 2 weeks or less | <input type="checkbox"/> 4-6 months |
| <input type="checkbox"/> 1 month | <input type="checkbox"/> 7-12 months |
| <input type="checkbox"/> 2-3 months | <input type="checkbox"/> Other (specify) _____ |
15. Desired time of retention in the Field:
- | | |
|--|--|
| <input type="checkbox"/> 2 Weeks or less | <input type="checkbox"/> 7-12 months |
| <input type="checkbox"/> 1 month | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> 4-6 months | |
16. Foreign text:
- | |
|---------------------------------------|
| <input type="checkbox"/> Usually |
| <input type="checkbox"/> Occasionally |
| <input type="checkbox"/> Never |
17. Frequency of access by Headquarters:
- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Daily | <input type="checkbox"/> Monthly |
| <input type="checkbox"/> Weekly | <input type="checkbox"/> Quarterly |
| <input type="checkbox"/> Biweekly | <input type="checkbox"/> Semiannually |
| | <input type="checkbox"/> Annually |
| | <input type="checkbox"/> Other (specify) _____ |
18. Frequency of access by the field (station personnel_____, covert asset_____, liaison_____, other Agency_____):
- | | |
|-----------------------------------|--|
| <input type="checkbox"/> Daily | <input type="checkbox"/> Monthly |
| <input type="checkbox"/> Weekly | <input type="checkbox"/> Quarterly |
| <input type="checkbox"/> Biweekly | <input type="checkbox"/> Semiannually |
| | <input type="checkbox"/> Annually |
| | <input type="checkbox"/> Other (specify) _____ |

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	
OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	DATE	INITIALS
1	C/PRS	—	caKj
2			
3	<i>(C/PRS)</i>		
4			
5			
6			
ACTION		DIRECT REPLY	PREPARE REPLY
APPROVAL		DISPATCH	RECOMMENDATION
COMMENT		FILE	RETURN
CONCURRENCE		INFORMATION	SIGNATURE
Remarks: There are only two areas (items) of TSS activity that trigger correspondence to or from the field. A separate form is attached for each. <i>Wanted, from all units reported?</i> <i>clearly</i>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.			DATE
C/TSS <i>LR</i>			3 Nov
UNCLASSIFIED		CONFIDENTIAL	
		SECRET	

FORM NO. 727 Use previous editions

(40)